

**SHIRE OF DONNYBROOK-BALINGUP**

WAERN CH: 106 VHF CH: 37 CALL SIGN: (DONNYBROOK SHIRE BASE)  
(VICTOR LIMA 8 DELTA CHARLIE)

SHIRE OFFICE: PHONE NO: 9780 4200 ADDRESS: PO BOX 94 DONNYBROOK WA 6239  
FAX NO: 9731 1677

| PERSONNEL                    | NAME                     | PHONE NO                   | MOBILE NO                                     | CALL SIGN                                  |
|------------------------------|--------------------------|----------------------------|---|--|
| CEO                          | BEN ROSE                 | 9780 4200                  | 0400 786 355                                  | D/BROOK OSCAR                              |
| SENIOR SHIRE RANGER          | PAUL ROBINS              | 9780 4214<br>9731 1824 a/h | 0419 935 600                                  | D/BROOK RANGER<br>SELLCALL 285093          |
| SHIRE RANGER                 | JESS COOPER              | 9780 4233                  | 0419 972 073                                  | RANGER TWO<br>SELLCALL 293609              |
| C.B.F.C.O:                   | MAX WALKER               | 9764 1021                  | 0428 641 021                                  | D/BROOK CHIEF                              |
| D.C.B.F.C.O.<br>D.C.B.F.C.O. | DAVID TOOKE<br>IAN RALPH | 9731 0156                  | 0428 920 045<br>0407 959 325<br>97952111 (WK) | D/BROOK DEPUTY DAVID<br>D/BROOK DEPUTY IAN |
| TRAINING COORDINATOR         | PAUL ROBINS              | 9780 4214                  | 0419 935 600                                  |  |

**EMERGENCY SERVICES & EQUIPMENT IN SHIRE:**

| SERVICE                   | CONTACT NAME  | PHONE NO                                  | FAX NO    | ADDRESS                                    | CALL SIGN    |
|---------------------------|---|---|-----------|--|--------------|
| POLICE                    | SGT RYAN VANDER HEIDE (OIC)<br>SC TBA<br>PC TBA<br>CSO - LINDA ATHERTON<br>Station email:<br>donnybrook.police.station@police.wa.gov.au | Police Station<br>9732 3333<br>OIC mobile | 9732 3344 | 50 SOUTH WESTERN<br>HIGHWAY,<br>DONNYBROOK |              |
| AMBULANCE                 | DUTY OFFICER  | 000                                       |           |  |              |
| DPaW OFFICE - (KIRUP)     | DUTY OFFICER  | 9731 6232                                 | 9731 6366 | SOUTH WESTERN<br>HIGHWAY, KIRUP            | DPaW KIRUP   |
| WESTERN POWER<br>(PICTON) | DUTY OFFICER  | 13 13 51                                  |           |  |              |
| SHIRE GRADER              | CEO   | 9780 4200                                 |           |  | SHIRE GRADER |
| SHIRE FRONT END<br>LOADER | CEO   | 9780 4200                                 |           |  | SHIRE LOADER |





## APPENDIX 3

## LOGISTICAL CONTACTS

BUSH FIRE CONTROL OFFICERS  
March 2017**CHIEF FIRE CONTROL OFFICER**

|            |           |              |
|------------|-----------|--------------|
| Max Walker | 9764 1021 | 0428 641 021 |
|------------|-----------|--------------|

**DEPUTY CHIEF FIRE CONTROL OFFICER**

|             |           |              |
|-------------|-----------|--------------|
| David Tooke | 9731 1330 | 0428 920 045 |
| Ian Ralph   | 9731 0196 | 0407 959 325 |

**FIRE WEATHER OFFICER**

|          |           |
|----------|-----------|
| John Fry | 9731 1269 |
|----------|-----------|

**FIRE CONTROL OFFICERS**

|                  |                  |           |              |
|------------------|------------------|-----------|--------------|
| ARGYLE/IRISHTOWN | Ian Ralph        | 9731 0196 | 0407 959 325 |
| BALINGUP         | John Bailey      | 9764 1089 | 0488 241 089 |
| BEELERUP         | Stuart Simmonds  | 9731 0916 | 0429 371 842 |
| DONNYBROOK       | David Tooke      | 9731 1330 | 0428 920 045 |
| FERNDALE         | Max Walker       | 9764 1021 | 0428 641 021 |
| KIRUP            | Chris Wringe     | 9731 6168 | 0427 316 168 |
| LOWDEN           | Michael Anderson | 9732 1111 | 0408 321 316 |
| MULLALYUP        | Neil Gubler      | 9764 1194 | 0429 967 302 |
| MUMBALLUP        | Nigel Thompson   | 9732 2122 | 0429 900 629 |
| STIRLING PARK    | Duncan Goldfinch | 9756 2196 |              |
| THOMSON BROOK    | Neville Clifford | 9731 8253 |              |
|                  | Graham Foan      | 9731 8104 | 0429 311 840 |
| MUNRO            | Tas Thamo        | 9764 1148 |              |
| UPPER CAPEL      | Bevan Dix        | 9731 6565 | 0429 579 571 |
| SENIOR RANGER    | Paul Robins      | 9780 4214 | 0419 935 600 |
| SHIRE RANGER     | Jess Cooper      | 9780 4233 | 0419 972 07  |



Dated this 5<sup>th</sup> day of October 2000                   )  
The Common Seal of the Shire of                   )  
Donnybrook-Balingup was affixed in the        )  
Presence of:    )

---

Cr FS Drake-Brockman  
Shire President

---

JR Attwood  
Chief Executive Officer

### APPENDIX III APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the .....Bush Fire Brigade.

Applicant's Name .....

My private address is .....

I can be contacted on:

Telephone No: ..... (Home) ..... (Work)

Fax No: ..... (Home)

CB Radio: ..... Channel ..... Call Sign .....

I declare that I am ..... years of age and in good health.

Date of Birth: .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Donnybrook-Balingup relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

Applicant's signature

#### PARENT / GUARDIAN CONSENT:

I ..... being the parent/guardian of the above applicant, consent to him/her being a cadet member of the ..... Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed .....

#### BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: ..... Brigade Captain

## APPENDIX II

### APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

I make application to be an associate member of the ..... Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type ..... available for such purpose.

MDL No: ..... Classes: .....

- (b) I am prepared to offer my services in the following capacity:-

.....

.....  
(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name .....

My private address is .....

.....

My business address is .....

.....

I can be contacted on:

Telephone No: ..... (Home) ..... (Work)..... Mobile

Fax No: ..... (Home) ..... (Work).....

CB Radio: ..... Channel ..... Call Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the Shire of Donnybrook-Balingup relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....  
Applicant's signature

#### BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: .....

Brigade Captain

## APPENDIX I APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the Bush Fire Brigade.

Applicant's Name.....

My private address is .....

My business address is .....

Usual Occupation.....

I can be contacted on:

Telephone No: (Home).....(Work) ..... Mobile .....

Fax No: ..... (Home) ..... (Work) .....

CB Radio..... Channel ..... Call Sign .....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No ..... Classes .....

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Donnybrook-Balingup relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

Applicant's signature

Please list here any fire fighting equipment owned by you.

1. ....
2. ....
3. ....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: ..... Brigade Captain



**“PROXY****[INSERT NAME] BUSH FIRE BRIGADE****[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
 Being a brigade member appoint \_\_\_\_\_  
 to be my proxy and vote on my behalf at the meeting of  
 the bush fire brigade to be held on [insert date] and at any  
 adjournment of it. The proxy shall vote as follows:

|        |     |         |         |
|--------|-----|---------|---------|
| MOTION | FOR | AGAINST | ABSTAIN |
|--------|-----|---------|---------|

1. ....
2. ....

If there is no instruction to the proxy as to the way to vote,  
 the proxy shall exercise her or his discretion as to how to  
 vote or whether to vote at all. In respect of any vote taken  
 at the meeting on a matter which does not appear on the  
 agenda, the proxy shall exercise her or his discretion as to  
 the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
 returned to the Secretary of the bush fire brigade (or the  
 presiding member) prior to the commencement of the  
 meeting for which the proxy is valid.

Dated this      day of      200 .....

- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

## 7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

## PART 8 – NOTICES AND PROXIES

### 8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post;
    - (iii) facsimile transmission, or
    - (iv) email;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting;
    - (iii) on the printing of the sender's transmission report; or
    - (iv) if no notification is received by the sender to indicate that an email is undeliverable.

### 8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.



### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

### **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the President, Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

### **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.



- (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

#### **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

### **PART 6 – MEETINGS OF COMMITTEE**

#### **6.1 Meetings Of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The President, Captain or Secretary may convene a meeting of the Committee at any time.

#### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

## **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of -
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

### **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to -
  - (a) elect the brigade officers from among the brigade members;



### 3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### 3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### 3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

## PART 4 – COMMITTEE

### 4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings, if a President has not been elected.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

### **3.3 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Authority to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.



## 2.6 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

## 2.7 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## 2.8 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## 2.9 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## 2.10 Objection Rights

A person whose –

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

### **2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

### **2.1 Committee to determine applications**

Applications for membership are to be determined by the Committee.

### **2.2 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership.

and the Committee is to act within the parameters of any such policy in determining applications for membership.

### **2.3 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

### **2.4 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

### **2.5 Department to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.



## FIRST SCHEDULE

# RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

## PART 1 - PRELIMINARY

### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
  - “**absolute majority**” means a majority of more than 50% of the number of:
    - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
    - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
  - “**Committee**” means the Committee of the bush fire brigade;
  - “**local law**” means the Shire of Donnybrook-Balingup Bush Fire Brigades Local Law; and
  - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.



- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

#### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution, at a general meeting, appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

#### **4.6 Notification of membership**

The Local Government to be notified of brigade membership details on an annual basis.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

#### **6.4 Consideration in the local government budget**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;



Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

## ***Division 3 – Annual general meetings of bush fire brigades***

### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

### **3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Local Government within one month after the meeting.

## ***Division 4 – Bush Fire Advisory Committee***

### **3.10 Functions of Advisory Committee**



- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
**“commencement day”** means the day on which this local law comes into operation.

### ***Division 5 – Dissolution of bush fire brigade***

#### **2.7 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

#### **2.8 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### ***Division 1 – Local government responsibility***

#### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Brigades to be supplied with Act**

The local government is to supply each brigade with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

### ***Division 2 – Chief Bush Fire Control Officer***

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

- (v) additional Lieutenants if the local government considers it necessary;
  - (vi) an Equipment Officer;
  - (vii) a Secretary; and
  - (viii) a Treasurer; or
  - (ix) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
  - (3) A person appointed to a position in subclause (1)(c) shall be a brigade member.
  - (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
  - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

### ***Division 2 – Command at a fire***

#### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, the Bush Fire Control Officer has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Bush Fire Control Officer, the Captain, and in the absence of the Captain, the first Lieutenant, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Bush Fire Control Officer.
- (2) Where more than one bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the bushfire control officer in whose bush fire brigade area the fire is situated has full control over the other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters. By mutual agreement, command of a fire may be transferred.

### ***Division 3 – Application of Rules to a bush fire brigade***

#### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

#### **2.5 Variation of Rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

### ***Division 4 – Transitional***

#### **2.6 Existing Bush Fire Brigades**



**“Rules”** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) an Equipment Officer;
  - (f) a Secretary;
  - (g) a Treasurer; or
  - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

### 1.3 Repeal

The following Local Laws are repealed;  
Shire of Donnybrook-Balingup relating to Bush Fire Brigades published in the Government Gazette on 3<sup>rd</sup> February 1972.

### 1.4 Application

This local law applies throughout the district.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **“brigade area”**); and
  - (c) appoint –
    - (i) a Bush Fire Control Officer
    - (ii) a Captain;
    - (iii) a First Lieutenant;
    - (iv) a Second Lieutenant;



**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

*Shire of Donnybrook-Balingup*

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Donnybrook-Balingup resolved on 27<sup>th</sup> September 2000 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of Donnybrook-Balingup Bush Fire Brigades Local Law.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Donnybrook-Balingup;

“**Department**” means the Department of the Public Service principally assisting in the administration of the *Fire and Emergency Services Act 1998*.

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of Donnybrook-Balingup;

“**Regulations**” means Regulations made under the Act; and

**PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

- 6.1 *Policies of local government*
- 6.2 *Equipment in brigade area*
- 6.3 *Funding from local government budget*
- 6.4 *Consideration in the local government budget*

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**SHIRE OF DONNYBROOK-BALINGUP**  
**BUSH FIRE BRIGADES LOCAL LAW**

**BUSH FIRES ACT 1954**  
**LOCAL GOVERNMENT ACT 1995**

**BRIGADE PRESCRIPTION**

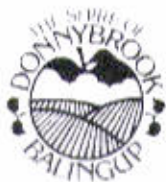
**SHIRE:** DONNYBROOK-BALINGUP  
**BRIGADE:** UPPER CAPEL  
**PROFILE:** RURAL  
**FIRE STATION:** STEEL FRAME  
**FIRE APPLIANCE:** 1) LIGHT TANKER  
 2) 2 X SLIP ON  
**STOWAGE:** AS SUPPLIED WITH VEHICLE  
**COMMUNICATIONS:** 1 APPLIANCE & FCO  
 3X BRIGADE MEMBERS

| <b>MINIMUM SHIRE TRAINING REQUIREMENTS</b> |                                      |                   |                 |              |                 |                                       |
|--|--------------------------------------|-------------------|-----------------|--------------|-----------------|---------------------------------------|
| <b>POSITION</b>                            | <b>Min No.<br/>Pref No.</b>          | <b>COURSES</b>    |                 |              |                 | <b>Plus Target<br/>Optionals</b>      |
| <b>FCO</b>                                 | 1<br>1                               | Induction<br>VFF1 | FCO/<br>Program | Intro<br>ICS | F&I Ops<br>3.04 | W/Fire Behavior &<br>Supr 2.28 & 2.29 |
| <b>Captain</b>                             | 1<br>1                               | Induction<br>VFF1 | Yes             | Yes          | Yes             | Yes                                   |
| <b>Lieutenant</b>                          | 1<br>2                               | Induction<br>VFF1 | Target          | Yes          | Target          | Target                                |
| <b>Firefighter</b>                         | 4<br>9                               | Induction<br>VFF1 | No              | No           | No              | No                                    |
| <b>First Aid<br/>Trained</b>               | Senior First Aid 2 in overall group. |                   |                 |              |                 |                                       |

**CURRENT TRAINING As at 7/10/2014**

| <b>Position</b>              | <b>No.</b>                            | <b>Induction<br/>VFF1</b> | <b>FCO/<br/>Program</b> | <b>Intro<br/>ICS</b> | <b>F&amp;I Ops<br/>3.04</b> | <b>W/Fire<br/>Behavior &amp;<br/>Supr 2.28 &amp; 2.29</b> |
|------------------------------|---------------------------------------|---------------------------|-------------------------|----------------------|-----------------------------|---|
| <b>FCO</b>                   | 1                                     | No                        | Yes                     | No                   | No                          | No  |
| <b>Captain</b>               | 1                                     | Yes                       | No                      | No                   | No                          | No  |
| <b>Lieutenant</b>            | 2                                     | No                        | N/a                     | N/a                  | N/a                         | N/a   |
| <b>Fire Fighter</b>          | 26                                    | 2 Yes                     | N/a                     | N/a                  | N/a                         | N/a   |
| <b>First Aid<br/>Trained</b> | Senior First Aid: 2 in overall group. |                           |                         |                      |                             |   |

**FIRE THREATS:** RURAL, ORCHARDS, SMALL HOLDINGS, RUBBISH TIP,  
 ABSENTEE LANDOWNERS



## COMMUNICATIONS

## APPENDIX 6



## VHF CALL SIGNS FOR BUSH FIRE BRIGADE FIRE APPLIANCES

October 2016

|                              |                                 |                       |
|------------------------------|---------------------------------|-----------------------|
| <b>Channel 106</b>           |                                 |                       |
| <b>Simplex - Channel 369</b> |                                 |                       |
| <b>Shire Office -</b>        | PH: 9780 4200                   | Fax: 9731 1677        |
| <b>After Hours -</b>         | B. Rose CEO                     | Mob: 0400 786 355     |
|                              | Senior Shire Ranger Paul Robins | 97804214 0419 935 600 |
|                              | Shire Ranger Jess Cooper        | 97804200 0419 972 073 |

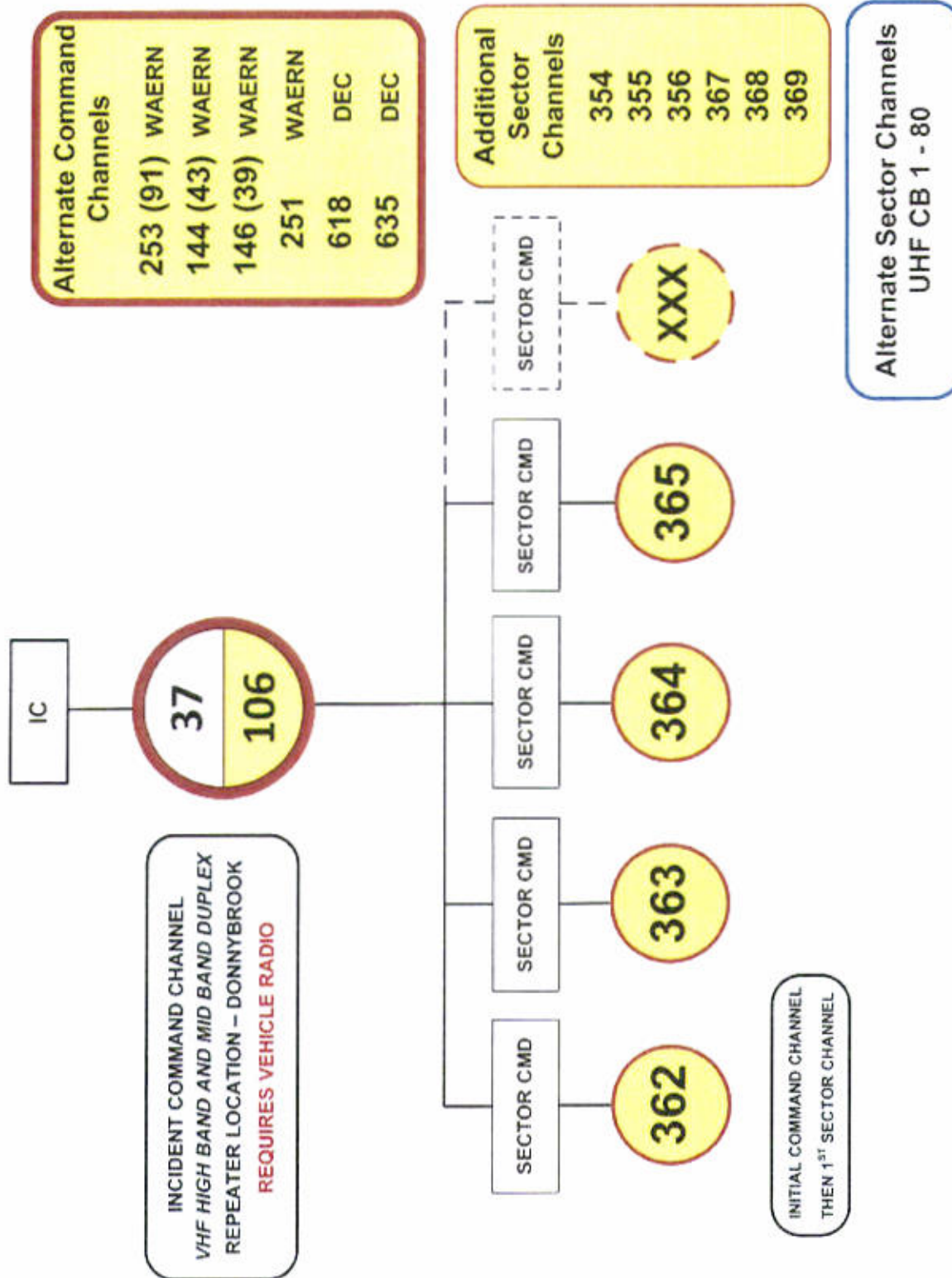
| Brigade          | Fire Appliance             | Call Sign                   |
|------------------|----------------------------|-----------------------------|
| Argyle/Irishtown | Hino DB 334                | Argyle/Irishtown 3.4        |
| Argyle/Irishtown | Toyota Landcruiser DB 4042 | Irishtown Light Tanker      |
| Argyle/Irishtown | Toyota Landcruiser DB 932  | Argyle Light Tanker         |
| Balingup         | Toyota Landcruiser DB 1712 | Balingup Light Tanker       |
| Balingup         | Isuzu DB 1714              | Balingup 3.4                |
| Beelerup         | Toyota Landcruiser DB 2523 | Beelerup 1.4                |
| Ferndale         | Isuzu DB 137               | Ferndale 2.4                |
| Ferndale         | Toyota Landcruiser DB 2522 | Ferndale Light Tanker       |
| Kirup            | Isuzu DB 634               | Kirup 2.4                   |
| Lowden           | Hino DB 2234               | Lowden 3.4                  |
| Lowden           | Toyota Landcruiser DB 2235 | Lowden Light Tanker         |
| Mullalyup        | Toyota Landcruiser DB 4242 | Mullalyup Light Tanker      |
| Mullalyup        | Isuzu DB 4390              | Mullalyup 2.4               |
| Mumballup        | Toyota DB 4450             | Mumballup Light Tanker      |
| Mumballup        | Toyota DB 377              | Noggerup Light Tanker       |
| Thomson Brook    | Isuzu DB 7324              | Thomson Brook 3.4           |
| Munro            | Toyota DB 7377             | Upper Balingup Light Tanker |
| Upper Capel      | Toyota Landcruiser DB 460  | Upper Capel Light Tanker    |
| Donnybrook Shire | Mitsubishi Triton DB 92    | Donnybrook Ranger           |
| Donnybrook Shire | Ford Ranger BU 6843        | Ranger Two                  |
| Donnybrook Shire | Grader                     | Shire Grader                |
| Donnybrook Shire | Loader                     | Shire Loader                |
| Donnybrook SES   | Landcruiser DB 006         | SES Personnel Carrier       |
| Donnybrook SES   | Ford Ranger DB 4384        | SES Crew Cab                |



## BUSH FIRE WAERN SELLCALLS April 2014

| BRIGADE                  | OWNER   | REGISTRATION |                     |       | SELCALL NO |
|--------------------------|---------|--------------|---------------------|-------|------------|
| ARGYLE                   | SHIRE   | STATION      | TOOKE               | WAERN | 285055     |
| ARGYLE                   | SHIRE   | STATION      | CORFE               | WAERN | 285095     |
| ARGYLE 3.4               | SHIRE   | DB 334       | BRIGADE F STN       | WAERN | 285014     |
| ARGYLE LIGHT TANKER      | SHIRE   | DB 377       | FIRE STATION        | WAERN | 285079     |
| IRISHTOWN LIGHT TANKER   | SHIRE   | DB 4042      | FIRE STATION        | WAERN | 285080     |
| ARGYLE FCO               | SHIRE   | CP 783       | IAN RALPH           | WAERN |            |
| ARGYLE Captain           | SHIRE   | SHIRE        | SCOTT ROWE          | WAERN | 285032     |
| BALINGUP                 | SHIRE   | STATION      | G DOUGLAS           | WAERN | 285010     |
| BALINGUP Captain         | SHIRE   |              | D WEDDERBURN        | WAERN |            |
| BALINGUP 3.4             | SHIRE   | DB 1714      | BRIGADE F STN       | WAERN | 285022     |
| BALINGUP 4 STATION       | BRIGADE | STATION      | BALINGUP            | WAERN |            |
| BALINGUP FCO             | SHIRE   |              | JOHN BAILEY         | WAERN |            |
| UPPER BALINGUP LT TANKER | SHIRE   | DB 7377      | FIRE STATION        | WAERN | 285033     |
| BALINGUP LIGHT TANKER    | SHIRE-  | DB1712       | BRIGADE F STN       | WAERN | 285018     |
| BEELERUP LIGHT TANKER    | SHIRE   | DB2523       | HEARMAN PROPERTY    | WAERN | 285098     |
| BEELERUP FCO             | SHIRE   | DB 446       | S SIMMONDS          | WAERN |            |
| BROOKHAMPTON FCO         | SHIRE   | DB 39        | N CLIFFORD          | WAERN |            |
| DELTA CHARLIE BASE       | SHIRE   | STATION      | M WEBB              | WAERN |            |
| DONNYBROOK RANGER        | SHIRE   | DB 92        | P ROBINS            | WAERN | 285093     |
| DONNYBROOK RANGER        | SHIRE   | STATION      | J COOPER            | WAERN |            |
| DONNYBROOK SES           | SHIRE   | 4X4 DBK      |                     | WAERN |            |
| DONNYBROOK SHIRE BASE    | SHIRE   | DBSC         | OPERATIONS ROOM     | WAERN | 285000     |
| FERNDALE                 | SHIRE   | STATION      | M WALKER            | WAERN |            |
| FERNDALE LIGHT TANKER    | SHIRE   | DB 2522      | FIRE STATION        | WAERN | 285024     |
| FERNDALE 2.4             | SHIRE   | DB 137       | BRIGADE FIRE STN    | WAERN | 285026     |
| FERNDALE FCO             | SHIRE   | MAX010       | M WALKER            | WAERN |            |
| KIRUP FCO                | SHIRE   |              | C WRINGE            | WAERN |            |
| KIRUP CAPT               | SHIRE   |              | M ZWATS             | WAERN |            |
| KIRUP 3.4                | SHIRE   | DB 634       | FIRE STATION        | WAERN | 285088     |
| KIRUP                    | SHIRE   | STATION      | McCORKELL           | WAERN | 285087     |
| LOWDEN FIRE STATION      | SHIRE   | STATION      | FIRE STATION        | WAERN | 285070     |
| LOWDEN                   | SHIRE   | STATION      | O MCLAREN           | WAERN |            |
| LOWDEN 3.4               | SHIRE   | DB 2234      | BRIGADE F STN       | WAERN | 285077     |
| LOWDEN LIGHT TANKER      | SHIRE   | DB2235       | BRIGADE F STN       | WAERN | 285078     |
| LOWDEN FCO               | SHIRE   | 8BO 557      | M ANDERSON          | WAERN |            |
| MULLALYUP LIGHT TANKER   | SHIRE   | DB4242       | FIRE STATION        | WAERN | 285003     |
| MULLALYUP FCO            | SHIRE   | DB 387       | N GUBLER            | WAERN |            |
| MULLALYUP 2.4 Rural      | SHIRE   | DB 4390      | FIRE STATION        | WAERN | 285004     |
| MUMBALLUP LIGHT TANKER   | SHIRE   | DB4450       |                     | WAERN | 285052     |
| NOGGERUP LIGHT TANKER    | SHIRE   | DB 932       | FIRE STATION        | WAERN | 285053     |
| MUMBALLUP FCO            | SHIRE   |              | N THOMPSON          | WAERN |            |
| MUMBALLUP Captain        | SHIRE   |              | T GILLESPIE         | WAERN |            |
| STIRLING PARK FCO        | SHIRE   |              | D GOLDFINCH         | WAERN |            |
| THOMSON BROOK FIRE STN   | SHIRE   |              | 475 BROOKHAMPTON RD | WAERN | 285???     |
| THOMSON BROOK Captain    | SHIRE   |              | G RUSSELL           | WAERN |            |
| THOMSON BROOK 2.4        | SHIRE   | DB7324       | FIRE STATION        | WAERN | 285073     |
| THOMSON BROOK FCO        | SHIRE   |              | G FOAN              | WAERN |            |
| UPPER BALINGUP FCO       | SHIRE   |              | M ALDRIDGE          | WAERN |            |
| UPPER CAPEL LIGHT TANKER | SHIRE   | DB 460       | FIRE STATION        | WAERN | 285005     |
| UPPER CAPEL (CAPTAIN)    | SHIRE   |              | P DAVIS             | WAERN |            |
| UPPER CAPEL FCO          | SHIRE   | DB 09        | BEVAN DIX           | WAERN |            |
| WILGA                    | SHIRE   |              |                     | WAERN | 285025     |

# Shire of DONNYBROOK / BALINGUP Preformed Bushfire Communications Plan



**AIR OPERATIONS**  
AERIAL SUPPRESSION

**640**

VHF HIGH BAND DUPLEX  
REQUIRES VEHICLE RADIO

**AIR INTEL**

**369**

VHF HIGH BAND SIMPLEX



## Donnybrook-Balingup Bush Fire Brigade Resources

| Schedule of Existing Equipment |                                 |              |                                |                                |            |                      |      |              |         |
|--------------------------------|---------------------------------|--------------|--------------------------------|--------------------------------|------------|----------------------|------|--------------|---------|
| Brigade                        | Cab Chassis                     |              |                                | Capacity and Pumping Equipment |            |                      |      | Fire Station |         |
|                                | Make.<br>Registration           | Drive        | Year Manuf.<br>Km              | Condition                      | Cap Litres | Pump<br>Motor        | Age  | Condition    | Type    |
| <b>ARGYLE/IRISHTOWN</b>        |                                 |              |                                |                                |            |                      |      |              |         |
| 3.4                            | Hino<br>DB 334                  | 4 x 4 Diesel | 2016<br>561 kms<br>@07/03/17   | Good                           | 2,700      | Hatz                 | 2000 | Good         | S/Frame |
| Light<br>Tanker<br>Irish LT    | Toyota<br>L/Cruiser<br>DB 4042  | 4 x 4 Diesel | 2013<br>5,623 kms<br>@07/03/17 | Good                           | 600        | Gamm<br>Honda        |      | Good         |         |
| Argyle Light<br>Tanker         | Toyota<br>L/Cruiser<br>DB 337   | 4 X 4 Diesel | 2012<br>4,895 kms<br>@07/03/17 | Good                           | 600        | Gamm<br>Honda        | 2012 | Good         | S/Frame |
| <b>BALINGUP</b>                |                                 |              |                                |                                |            |                      |      |              |         |
| Light Tanker                   | Toyota<br>L/Cruiser<br>DB 1712  | 4 x 4 Diesel | 2016<br>190kms<br>@15/09/17    | Good                           | 600        | Honda 5HP            | 2012 | Very Good    | 3 Bay   |
| 3.4                            | Fire tender<br>Isuzu<br>DB 1714 | 4 x 4 Diesel | 2012<br>2,417 kms<br>@10/03/17 | Good                           | 3,000      | PTO<br>&<br>VANGUARD | 2013 | Good         | 3 Bay   |
| Munro<br>Light Tanker          | L/Cruiser<br>DB 7377            | 4X4          | 2016<br>210 kms<br>@14/09/17   | Good                           | 600        | Honda 8hp            | 2005 | Good         | 1 Bay   |
|                                |                                 |              |                                |                                |            |                      |      |              |         |
|                                |                                 |              |                                |                                |            |                      |      |              |         |



| Schedule of Existing Equipment (Cont.) |                       |              |                               |                                |            |                   |      |              |                                |
|--|-----------------------|--------------|-------------------------------|--------------------------------|------------|-------------------|------|--------------|--------------------------------|
| Brigade                                | Cab Chassis           |              |                               | Capacity and Pumping Equipment |            |                   |      | Fire Station |                                |
|  | Make.<br>Registration | Drive        | Year Manuf.<br>Km             | Condition                      | Cap Litres | Pump<br>Motor     | Age  | Condition    | Type                           |
| <b>BEELERUP</b>                        |                       |              |                               |                                |            |                   |      |              |                                |
| 1.4                                    | Isuzu<br>DB 2523      | 4 x 4 Diesel | 2011<br>2,834kms<br>@07/03/17 | Very Good                      | 1,000      |                   | 2011 | Very Good    | Farm<br>Shed                   |
|  |                       |              |                               |                                |            |                   |      |              | No                             |
| <b>FERNDAL</b>                         |                       |              |                               |                                |            |                   |      |              |                                |
| Rural<br>2.4                           | Hino<br>GT DB137      | 4 x 4 Diesel | 2003<br>6,255kms<br>@07/03/12 | Good                           | 2,400      | PTO               |      |              | S/Frame<br>3 Bay<br>Class A3   |
| Light<br>Tanker                        | Toyota<br>L/C         | 4 X 4 Diesel | 2015<br>214kms<br>@14/09/12   | Good                           | 600        | Honda<br>8hp      | 1991 | Good         |                                |
| Qty 3                                  | Slip On Unit          |              |                               |                                | 600        | 5HP               |      |              |                                |
| <b>KIRUP</b>                           |                       |              |                               |                                |            |                   |      |              |                                |
|  | Slip On Unit          |              |                               |                                | 900        | Honda 5HP         |      |              |                                |
| 2.4                                    | DB 634                | 4 x 4 Diesel | 2006<br>7,465kms<br>@27/3/17  | Good                           | 2000       | PTO & Aux         |      |              | S/Frame<br>F Stn               |
|  | Slip On Unit          |              |                               |                                | 600        | Honda 5HP         |      |              |                                |
|  | Slip On Unit          | Petrol       | 1993                          |                                | 600        | Honda<br>Davy 5HP |      |              | Located at<br>Clarke's<br>Shed |

| Schedule of Existing Equipment (Cont.) |                           |                                |                               |                                |            |                 |      |              |         |          |
|--|---------------------------|--------------------------------|-------------------------------|--------------------------------|------------|-----------------|------|--------------|---------|----------|
| Brigade                                | Cab Chassis               |                                |                               | Capacity and Pumping Equipment |            |                 |      | Fire Station |         |          |
|  | Make. Registration        | Drive                          | Year Manuf. Km                | Condition                      | Cap Litres | Pump Motor      | Age  | Condition    | Type    | BFB Spec |
| <b>LOWDEN</b>                          |                           |                                |                               |                                |            |                 |      |              |         |          |
| 3.4                                    | Hino DB 2234              | 4 X 4 Diesel                   | 2016<br>545kms<br>@07/03/17   | Good                           | 3000       | Hatz            | 1998 | Good         | S/Frame | Yes      |
|  | Skid Frame                |                                |                               |                                | 500        | Davy 5HP        | 1994 |              |         |          |
| Light Tanker                           | Toyota Unit DB 2235       | LIGHT TANKER Diesel            | 2008<br>5,692kms<br>@07/03/17 | Very Good                      | 600        | Honda 8hp       | 1990 | Good         |         |          |
| <b>MULLALYUP</b>                       |                           |                                |                               |                                |            |                 |      |              |         |          |
| 2.4 Rural                              | Isuzu DB 4390             | 4 X 4 Diesel                   | 2002<br>7,308kms<br>@8/10/12  | Good                           | 2000       | PTO             |      | Good         | S/Frame | Yes      |
| Light Tanker                           | Toyota LC DB 4242         | 4 X 4 Diesel                   | 2010<br>1,239kms<br>@8/10/12  | Good                           | 600        | Honda 8hp       |      |              |         |          |
|  | Slip On Bell Fire Fighter |                                |                               |                                | 900        | Davy 5HP        |      |              |         |          |
| <b>MUMBALLUP</b>                       |                           |                                |                               |                                |            |                 |      |              |         |          |
| Mumballup Light Tanker                 | Toyota L/Cruiser DB 4450  | 4 x 4 Diesel Acquired 13/12/11 | 2015<br>245kms<br>@14/09/17   | Good                           | 800        | Honda Davy 13HP | 9 HP | Good         |         | No       |
| Noggerup Light Tanker                  | Toyota L/Cruiser DB 932   | 4 x 4 Diesel Acquired 3/1/12   | 2016<br>215kms<br>@14/09/17   | V Good                         | 800        | Honda Davy      | 13HP | Good         | S/Frame | No       |
|  | Trailer                   |                                |                               |                                | 900        | Honda Davy 5HP  |      |              |         |          |

| Schedule of Existing Equipment (Cont.) |                               |              |                                 |                                |               |               |      |              |                          |          |
|--|-------------------------------|--------------|---------------------------------|--------------------------------|---------------|---------------|------|--------------|--------------------------|----------|
| Brigade                                | Cab Chassis                   |              |                                 | Capacity and Pumping Equipment |               |               |      | Fire Station |                          |          |
|  | Make.<br>Registration         | Drive        | Year<br>Manuf.<br>Km            | Condition                      | Cap<br>Litres | Pump<br>Motor | Age  | Condition    | Type                     | BFB Spec |
| <b>THOMSON BROOK</b>                   |                               |              |                                 |                                |               |               |      |              |                          |          |
|  | Slip On<br>Unit               |              |                                 |                                | 700           | 5HP           |      |              |                          | Yes      |
|  | Slip On<br>Unit               |              |                                 |                                | 900           | 7HP           |      |              |                          |          |
| 3.4                                    | Isuzu<br>DB 7324              | 4 X 4 Diesel | 2013<br>3,877kms<br>@27/3/17    | New<br>Acquired<br>18/9/14     | 3,000         | PTO           |      |              | Nil                      |          |
| <b>UPPER CAPEL</b>                     |                               |              |                                 |                                |               |               |      |              |                          |          |
| Light<br>Tanker                        | Toyota<br>L/Cruiser<br>DB 460 | 4 X 4 Diesel | 11/2013<br>2,726kms<br>@07/3/17 | Good                           | 600           | Gaam          | 1993 | Very Good    |                          | No       |
|  | Slip On Unit                  | Petrol       | 1997                            |                                | 600           | 9HP           |      |              | Located at<br>Fry's Shed |          |



## Suggested Ten Year Fire Equipment Replacement Programme as at October 2016

It is recommended that the Heavy Duty tankers in Argyle/Irishtown, Balingup, Ferndale, Kirup and Lowden Brigades are always replaced with new appliances not refurbished.

| Brigade          | Plant       | Call Sign                   | Rego    | Year Delivered | Reading Date | Current Kilometres | Replacement Year | Status               |
|------------------|-------------|-----------------------------|---------|----------------|--------------|--------------------|------------------|----------------------|
| Argyle/Irishtown | Hino        | Argyle 3.4                  | DB 334  | 2017           | 07/03/17     | 561 kms            | 2032/2033        |                      |
| Argyle/Irishtown | Toyota L/C  | Irishtown Light Tanker      | DB 4042 | 2013           | 07/03/17     | 5,623 kms          | 2022             |                      |
| Argyle/Irishtown | Toyota L/C  | Argyle Light Tanker         | DB 377  | 2012           | 07/03/17     | 4,895 kms          | 2022             |                      |
| Balingup         | Toyota L/C  | Balingup Light Tanker       | DB 1712 | 2012           | 07/03/17     | 90,747 kms         | 2016/2017        | Due within 12 months |
| Balingup         | Isuzu       | Balingup 3.4                | DB 1714 | 2014           | 07/03/17     | 2,417 kms          | 2030             |                      |
| Upper Balingup   | Toyota L/C  | Upper Balingup Light Tanker | DB 7377 | 2005           | 07/03/17     | 89,800 kms         | 2016/2017        | Due within 12 months |
| Beelerup         | Isuzu 1.4   | Beelerup 1.4                | DB 2523 | 2011           | 07/03/17     | 2,834 kms          | 2030             |                      |
| Ferndale         | Isuzu       | Ferndale 2.4                | DB 137  | 2003           | 14/2/14      | 6,641 kms          | 2019             |                      |
| Ferndale         | Toyota L/C  | Ferndale Light Tanker       | DB 2522 | 2005           | 14/2/14      | 95,451 kms         | 2016/2017        | Due within 12 months |
| Kirup            | Isuzu       | Kirup 2.4                   | DB 634  | 2006           | 27/03/17     | 7,465 kms          | 2024             |                      |
| Lowden           | Hino        | Lowden 3.4                  | DB 2234 | 2017           | 07/03/17     | 545 kms            | 2032/2033        | Replaced April 2017  |
| Lowden           | Toyota L/C  | Lowden Light Tanker         | DB 2235 | 2010           | 07/03/17     | 5,692 kms          | 2020             |                      |
| Mullalyup        | Toyota L/C  | Mullalyup Light Tanker      | DB 4242 | 2010           | 17/10/13     | 1,505 kms          | 2020             |                      |
| Mullalyup        | Isuzu       | Mullalyup 2.4               | DB 4390 | 2002           | 17/10/13     | 7,752 kms          | 2018             |                      |
| Mumballup        | Toyota      | Mumballup Light Tanker      | DB 4450 | 2005           | 24/03/17     | 99,977 kms         | 2016/2017        | Due within 12 months |
| Mumballup        | Toyota      | Noggerup Light Tanker       | DB 932  | 2005           | 24/03/17     | 93,027 kms         | 2016/2017        | Due within 12 months |
| Thomson Brook    | Isuzu       | Thomson Brook 3.4           | DB 7324 | 2014           | 27/03/17     | 3,877 kms          | 2030             |                      |
| Upper Capel      | Toyota L/C  | Upper Capel Light Tanker    | DB 460  | 2014           | 07/03/17     | 2,726 kms          | 2024             |                      |
| Donnybrook SES   | Toyota      | SES Personell Carrier       | DB 006  |                |              |                    |                  |                      |
| Donnybrook SES   | Ford Ranger | SES Crew Cab                | DB 4384 | 2016           |              |                    |                  |                      |

| New Vehicle Acquisitions | Brigade       | Planned Year | Basic Justification  |
|--------------------------|---------------|--------------|--|
| Light Tanker<br>RE APPLY | Thomson Brook | 2017/18      | Fast Response; replace slip on units, growing number of farm lets applied for. Not granted peak period loan vehicle. |
| Light Tanker<br>RE APPLY | Kirup         | 2017/18      | Rapid Response to incidents support for 2.4. Large area with numerous farms and two (2) town sites.                  |



# RESPONSE PLAN

## March 2017

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### ARGYLE / IRISHTOWN BUSHFIRE BRIGADE

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#### 1. PREPLANNING

##### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorised fires i.e. campfires

Inspect Local Packing Sheds to have brigade members aware of contents and hazards

Power lines down

##### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man-made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

##### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio to FCO, Captain and other available personnel, then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation).
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.
8. Vehicle to be ready for next callout before departing the station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.



| Grassland | Low-High     | Very High      | Extreme-Catastrophic |
|-----------|--------------|----------------|----------------------|
|           | Argyle 3.4   | Argyle 3.4     | Argyle 3.4           |
|           | Argyle LT    | Argyle LT      | Argyle LT            |
|           | Irishtown LT | Irishtown LT   | Irishtown LT         |
|           | DBCA         | Donnybrook FRS | Donnybrook           |
|           | FRS          |                |                      |
|           |              | DBCA           | DBCA                 |

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**RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO  
BUSH FIRE SERVICE ON 9771 6800 ALL HOURS**

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## **2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

## **3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.

Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.

## **4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance. Eg. most senior fire fighter; most experienced fire fighter.

## **5. RECORDING**

Station Log / Vehicle Log to be recorded and Station Board to have location of incident noted, prior to departure.

## **6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on VHF Channel 37 or WAERN Channel 106. CBFCO to be advised by radio or phone 9764 1021, 0428 641 021, immediately if two or more brigades despatched.

## **7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

## **8. OFFICER IN CHARGE OF FIRE APPLIANCE**

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Form 1.

Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1. As soon as received.

## 9. INCIDENT CONTROLLER

## 10. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of LTm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crewmember, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

1. Everyone who witnesses and accident or incident, however minor, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## FIRE PREVENTION WORK

| Location                | Work Require | Grid Ref      | Date due | Date complete |
|-------------------------|--------------|---------------|----------|---------------|
| A15418 River Rd         | Burn         |               | 2016     |               |
| Res 20602 SW Hwy        | Burn         | 861/864       | 2016     |               |
| Lot 100 Hetherington Rd | Burn         | Compartment 1 | 2016     | 2016          |
| Lot 100 Hetherington Rd | Burn         | Compartment 2 | 2017     | 2016          |
| Lot 100 Hetherington Rd | Burn         | Compartment 3 | 2016     | 2016          |
| Lot 100 Hetherington Rd | Burn         | Compartment 4 | 2017     | 2016          |
| Lot 100 Hetherington Rd | Burn         | Compartment 5 | 2016     | 2016          |





# RESPONSE PLAN

March 2017

## BALINGUP BUSHFIRE BRIGADE

### 1. PREPLANNING

#### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorised fires i.e. campfires

Inspect Local Stores/business' to have brigade members aware of contents and hazards Power lines down

Inspect Balingup Tavern to have members aware of hazards. Balingup Townsite

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures.

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio to FCO, Captain and other available personnel, then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.

## 2. THREAT AND RESPONSE

| THREAT                              | RESPONSE   |   |   |
|-------------------------------------|--|---|---|
| <b>Balingup Townsite House fire</b> | Balingup 3.4 & Donnybrook F&RS & Mullalyup 2.4                           |   |   |
| <b>Farm houses</b>                  | Balingup 3.4 & Light tanker & Donnybrook F&RS & Mullalyup 2.4 and/or     |   |   |
| <b>Farm Sheds</b>                   | Balingup 3.4 & Light tanker & appliance from nearest brigade. Donnybrook |   |   |
| <b>Plantations</b>                  | Low - High   | Very High   | Extreme - Catastrophic  |
|                                     | Balingup 3.4<br>Balingup LT<br>Munro LT<br>DPaW                          | Balingup 3.4<br>Balingup LT<br>U/Balingup LT<br>DBCA<br>Ferndale 2.4<br><b>Option water bombers &amp; other brigades</b>                  | Balingup 3.4<br>Balingup LT<br>Munro LT<br>DBCA<br>Ferndale 2.4<br>Mullalyup 2.4<br><b>Option Water Bombers &amp; other</b>               |
| <b>Bushland</b>                     | Balingup 3.4<br>Balingup LT<br>Munro LT<br>DPaW                          | Balingup 3.4<br>Balingup LT<br>U/Balingup LT<br>DBCA<br>Ferndale 2.4<br>Mullalyup 2.4<br><b>Option water bombers &amp; other brigades</b> | Balingup 3.4<br>Balingup LT<br>U/Balingup LT<br>Mullalyup 2.4<br>Ferndale 2.4<br>DBCA<br><b>Option water bombers &amp; other brigades</b> |

## CONSIDER WATER BOMBERS EARLY

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RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO BUSH FIRE SERVICE ON 9771 6800 ALL HOURS

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## 3. CALL OUT PROCEDURES

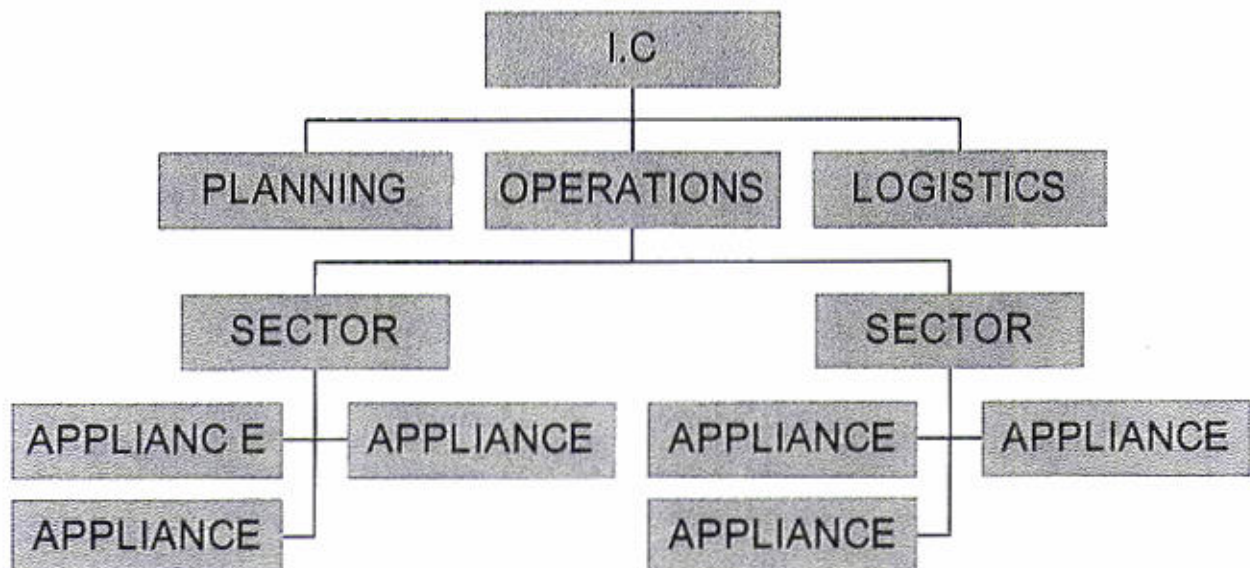
1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B I.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.



#### 4. ESTABLISH REPORTING PROCEDURES

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.

Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.



*Roles are to be filled as per the chart as the incident Escalates*

#### 5. RETURN TO STATION

The return to station of fire appliance and personnel will be at the discretion of the Incident Controller.

On arrival at the station, the Officer in Charge of the Fire Appliance will ensure the following prior to leaving the station:

- Refueling of firefighting equipment
- Water is replenished
- Vehicle is checked, oil, tires, radiator, damage
- Fire log is filled in
- Vehicle log filled in
- Fire Report filled in

#### 6. DRILLS AND TRAINING

Individual sections of the Response Plan to be tested as follows:

- Item 1, 2 & 7 to be exercised 3 times per year at the Captain's discretion
- Item 5, 6 & 8 to be applied every time appliance is used

#### 7. VEHICLE ACCIDENTS / HAZMAT / OTHER NON ACT EMERGENCIES

Brigade involvement in the above requires approval by Chief Bush Fire Control Officer. A request must come from the combat agency of the incident prior to brigade involvement.



## 8. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where

# RESPONSE PLAN

March 2017

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## BEELERUP BUSHFIRE BRIGADE

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### 1. PREPLANNING

#### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorized fires i.e. campfires Farm

Sheds: Chemicals

Power lines down

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man-made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures.

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio to FCO, Captain and other available personnel, then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
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4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log book to be completed on return to shed, with equipment damage, and other relevant information, regarding incident.
8. Vehicle to be ready for next callout before departing the Fire Station i.e. fuel, oil, tyres, radiator inhibitor, and water.

## **2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

## **3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.

Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.

## **4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance. Eg. most senior fire fighter; most experienced fire fighter.

## **5. RECORDING**

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, prior to departure.

## **6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on WAERN Channel 106. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades dispatched.

## **7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

## **8. OFFICER IN CHARGE OF FIRE APPLIANCE**

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Form 1.

Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1. As soon as received.

## **9. INCIDENT CONTROLLER**

The Incident controller of the incident will request additional assistance via Brigade Headquarters to CBFCO. The CBFCO will co-ordinate request for assistance.



## 10. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crewmember, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved?

### Reports

1. Everyone who witnesses and accident or incident, however minor at the time, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## FIRE PREVENTION WORK

| Location | Work Require | Grid Ref | Date due | Date complete |
|----------|--------------|----------|----------|---------------|
|          |              |          |          |               |



# RESPONSE PLAN

March 2017

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## FERNDALDE BUSHFIRE BRIGADE

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### 1. PRE PLANNING

#### Identify Sources of Threat

Rural Holdings  
 Small Holdings  
 Careless and unauthorized fires i.e.  
 campfires Power lines down  
 DBCA Land  
 Lewana Cottages  
 Chalets Ewart Road  
 Blue Wren Chalets

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio to FCO, Captain and other available personnel, then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Log book. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise cars around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.
8. Vehicle to be ready for next callout before departing the station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.



**CONSIDER WATER BOMBERS EARLY****RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO BUSH FIRE SERVICE ON 9771 6800 ALL HOURS****2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

**3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.  
 Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.

**4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance. Eg.  
 Most senior fire fighter: most experienced fire fighter.

**5. RECORDING**

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, prior to departure.

**6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on WAERN Channel I 06. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades dispatched.

**7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

**8. OFFICER IN CHARGE OF FIRE APPLIANCE**

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Form I.  
 Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form I.  
 As soon as received.

## 9. INCIDENT CONTROLLER

The Incident controller of the incident will request additional assistance via Brigade Headquarters to CBFCO. The CBFCO will co-ordinate request for assistance.

## 10. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if occupants not in attendance; arrange police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioral changes in a crewmember, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of incident and numbers of volunteers involved?

### Reports

1. Everyone who witnesses and accident or incident, however minor, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.



# RESPONSE PLAN

March 2017

## KIRUP BRAZIER BUSHFIRE BRIGADE

### 1. PRE PLANNING

#### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorised fires i.e. campfires

Inspect Local Store to have brigade members aware of contents and hazards

Inspect Local Tavern to have brigade members aware of contents and hazards

Inspect Local Packing Shed to have brigade members aware of contents and hazards

Power lines down

Kirup Townsite.

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio to FCO, Kirup Station and available personnel then by telephone.
  - Callout procedures to be in accordance with Sections 3 and 4.
  - On arriving at Fire Shed notify Kirup station and Incident Control Centre (or person who called you out) of arrival, and ensure all relevant information is recorded on white board.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log book to be completed on return to shed, with equipment damage, and other relevant information, regarding incident.
8. Vehicle to be ready for next callout before departing the Fire Station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.



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## RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO BUSH FIRE SERVICE ON 9771 6800 ALL HOURS

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### 2. CALL OUT PROCEDURES

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

### 3. ESTABLISH REPORTING PROCEDURES

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.

Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.

### 4. CREW COMMAND

Crew command to be determined prior to crew departure in appliance. Eg. most senior fire fighter: most experienced fire fighter.

### 5. RECORDING

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, Prior to departure.

### 6. COMMUNICATIONS

Communications will be established at brigade level to dispatch on WAERN Channel 106. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades dispatched.

### 7. DRESS ON FIRE GROUND

Fire crew on fire ground will be in accordance with SOP B3.

### 8. OFFICER IN CHARGE OF FIRE APPLIANCE

Will advise Incident Control Centre (or person who called you out) of details of fire/incident of arrival and provide an update within 15 minutes of initial arrival on the ICS Form 1.

Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1. As soon as received.

## 9. INCIDENT CONTROLLER

The Incident controller of the incident will request additional assistance via Brigade Headquarters to CBFCO. The CBFCO will co-ordinate request for assistance.

## 10. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crewmember, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

1. Anyone and everyone who witnesses and accident or incident, however minor at the time, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## FIRE PREVENTION WORK

| Location   | Work Require             | Grid Ref | Date due | Date completed |
|--|--------------------------|----------|----------|----------------|
| South West Highway adjacent to Telstra land UCL Land | Burn                     |          | 2016     | December 2016  |
| Brookfield rail corridor town site                   | Firebreak<br>Burn, mulch |          | 2016     | December 2016  |



# RESPONSE PLAN

March 2017

## LOWDEN BUSHFIRE BRIGADE

### 1. PRE PLANNING

#### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorised fires i.e. campfires

Inspect Local Store to have brigade members aware of contents and hazards (currently non-operational)

Power lines down

Inspect Mumballup Tavern to have members aware of hazards.

Preston Town-site.

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basically callout procedure is first by radio to FCO, Captain and available personnel then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
4. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
5. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
6. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.
7. Vehicle to be ready for next callout before departing the station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.

|                 |   |             |              |
|-----------------|---|-------------|--------------|
| <b>Bushland</b> | Lowden 3.4  | Lowden 3.4  | Lowden 3.4   |
|                 | Lowden LT   | Lowden LT   | Lowden LT    |
|                 |   | Beelerup LT | Beelerup LT  |
|                 |   | DBCA        | Mumballup LT |
|                 |   |             | DBCA         |
|                 | <b>Option of Water Bombers &amp; other brigades</b> |             |              |



|                  |   |              |              |
|------------------|---|--------------|--------------|
| <b>Grassland</b> | Lowden 3.4  | Lowden 3.4   | Lowden3.4    |
|                  | Lowden LT   | Lowden LT    | Lowden LT    |
|                  |   | Mumballup LT | Mumballup LT |
|                  |   |              | Beelerup LT  |
|                  | <b>Option of Water Bombers &amp; other brigades</b> |              |              |

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**RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO BUSH FIRE SERVICE ON 9771 6800 ALL HOURS**

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## **2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B 1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

## **3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting. Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately.

## **4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance. Eg. most senior fire fighter: most experienced fire fighter.

## **5. RECORDING**

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, prior to departure.

## **6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on WAERN Channel 106. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades dispatched.

## **7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

## **8. OFFICER IN CHARGE OF FIRE APPLIANCE**

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Form 1.

Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1. As soon as received.

## 9. RECOVERY

### Security of Private Property

5. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
6. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
7. Land owners to be advised of any fences that are cut during attendance of fire.
8. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crew member, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

3. Everyone who witnesses and accident or incident, however minor at the time, is responsible to record the details in the Appliance incident book.
4. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## FIRE PREVENTION WORK

| Location                      | Work Required | Grid Ref | Date due | Date completed |
|-------------------------------|---------------|----------|----------|----------------|
| Yabberup Cricket Ground       | Burn          |          | 2014     |                |
| Fire Station Grounds          | Burn          |          | 2011     | 2015           |
| Road Reserve outside Cemetery | Burn          |          | 2013     | 2013           |



# RESPONSE PLAN

March 2017

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## MULLALYUP BUSHFIRE BRIGADE

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### 1. PRE PLANNING

#### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorised fires i.e. campfires

Inspect Local Store to have brigade members aware of contents and hazards Power lines down

Inspect Balingup Tavern to have members aware of hazards.

Mullalyup Town site

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basically callout procedure is first by radio to FCO, Captain and available personnel then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.
8. Vehicle to be ready for next callout before departing the station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.



|   |                  |                  |                             |
|---|------------------|------------------|-----------------------------|
| Grassland   | <b>Low- High</b> | <b>Very High</b> | <b>Extreme-Catastrophic</b> |
|   | Mullalyup 2.4    | Mullalyup 2.4    | Mullalyup 2.4               |
|   | Mullalyup LT     | Mullalyup LT     | Mullalyup LT                |
|   |                  | Balingup 3.4     | Balingup 3.4                |
|   |                  | Ferndale 2.4     | Ferndale 2.4                |
|   |                  | DBCA             | DBCA                        |
| <b>Option of Water Bombers &amp; other brigades</b> |                  |                  |                             |

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**RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO BUSH FIRE SERVICE ON 9771 6800 ALL HOURS**

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## **2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B 1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

## **3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.

Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.

## **4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance. Eg. most senior fire fighter: most experienced fire fighter.

## **5. RECORDING**

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted prior to departure.

## **6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on VHF Channel 37 or WAERN Channel 106. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades dispatched.

## **7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

## 8. OFFICER IN CHARGE OF FIRE APPLIANCE

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Form 1.

Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1.  
As soon as received.

## 9. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crew member, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

1. Everyone who witnesses and accident or incident, however minor at the time, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## FIRE PREVENTION WORK

| Location                    | Work Require | Grid Ref | Date due  | Date complete |
|-----------------------------|--------------|----------|-----------|---------------|
| Vacant Crown Land Town site | Slash        |          | September | 2016          |



# RESPONSE PLAN

March 2017

## MUMBALLUP BUSHFIRE BRIGADE

### 1. PRE PLANNING

#### Identify Sources of Threat

Rural Holdings

Small Holdings

Careless and unauthorised fires i.e. campfires

Power lines down

Inspect Mumballup Tavern to have members aware of hazards.

Noggerup Town site.

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man-made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basically callout procedure is first by radio to FCO, Captain and available personnel then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving, a further relief crew is arranged, with all relevant information recorded on notice board or logbook before leaving for home.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed.  
(Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.
8. Vehicle to be ready for next callout before departing the station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.



|   |                 |                  |                             |
|---|-----------------|------------------|-----------------------------|
| Bushland  | <b>Low-High</b> | <b>Very High</b> | <b>Extreme-Catastrophic</b> |
|   | Mumballup LT    | Mumballup LT     | Mumballup LT                |
|   | Noggerup LT     | Noggerup LT      | Noggerup LT                 |
|   | Lowden 3.4      | Lowden 3.4       | Lowden 3.4                  |
|   | Lowden LT       | Lowden LT        | Lowden LT                   |
|   |                 | Beelerup LT      | Beelerup LT                 |
|   |                 | DBCA             | DBCA                        |
| <b>Option of water bombers &amp; other brigades</b> |                 |                  |                             |
| Grassland   | <b>Low-High</b> | <b>Very High</b> | <b>Extreme-Catastrophic</b> |
|   | Mumballup LT    | Mumballup LT     | Mumballup LT                |
|   | Noggerup LT     | Noggerup LT      | Noggerup LT                 |
|   | Lowden 3.4      | Lowden3.4        | Lowden 3.4                  |
|   | Lowden LT       | Lowden LT        | Lowden LT                   |
|   |                 | DBCA             | Beelerup LT                 |
|   |                 |                  | DBCA                        |
| <b>Option of water bombers &amp; other brigades</b> |                 |                  |                             |

### CONSIDER WATER BOMBERS EARLY

**RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO BUSH FIRE SERVICE ON 9771 6800 ALL HOURS**

## 2. CALL OUT PROCEDURES

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B 1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

## 3. ESTABLISH REPORTING PROCEDURES

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting.

Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death, and are required to be reported to the Shire immediately if serious.

## 4. CREW COMMAND

Crew command to be determined prior to crew departure in appliance. Eg. most senior fire fighter: most experienced fire fighter.

## 5. RECORDING

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, prior to departure.

## 6. COMMUNICATIONS

Communications will be established at brigade level to dispatch on WAERN Channel 106. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades dispatched.

## 7. DRESS ON FIRE GROUND

Fire crew on fire ground will be in accordance with SOP B3.

## 8. VEHICLE ACCIDENTS / HAZMAT / OTHER NON ACT EMERGENCIES

Brigade involvement in the above; require approval by Chief Bush Fire Control Officer. A request must come from the combat agency of the incident prior to brigade involvement.

## 9. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crew member, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

1. Everyone who witnesses and accident or incident, however minor at the time, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## PREVENTION

|                  |              |                |    |
|------------------|--------------|----------------|----|
| Crown Res lot 88 | Macquarie St | Burn Last burn | \$ |
|------------------|--------------|----------------|----|



# RESPONSE PLAN

March 2017

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## THOMSON BROOK BUSHFIRE BRIGADE

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### 1. PRE PLANNING

#### Identify Sources of Threat

Rural Holdings  
 Small Holdings  
 Careless and unauthorised fires i.e. campfires  
 Farm Sheds: Chemicals  
 Power lines down

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man-made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio or telephone to FCO, Captain and available personnel then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving at Appliance notify Shire of arrival, and ensure all relevant information is recorded on notice board.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log book to be completed on return to shed, with equipment damage, and other relevant information, regarding incident.
8. Vehicle to be ready for next callout before departing the Fire Station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.



| Grassland | Low-High  | Very High         | Extreme-Catastrophic |
|-----------|---|-------------------|----------------------|
|           | Brookhampton  | Brookhampton      | Brookhampton         |
|           | Thomson Brook 3.4                                   | Thomson Brook 3.4 | Thomson Brook 3.4    |
|           | Beelerup 1.4  | Beelerup 1.4      | Beelerup 1.4         |
|           | Lowden FA   | Lowden LT         | Lowden 3.4           |
|           |   | Lowden 3.4        | Lowden LT            |
|           |   |                   | Argyle 3.4           |
|           | <b>Option of water bombers &amp; other brigades</b> |                   |                      |

## **CONSIDER WATER BOMBERS EARLY**

**RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO CHIEF BUSH FIRE CONTROL OFFICER AND THE BUSH FIRE SERVICE ON 9771 6800 ALL HOURS**

### **2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out Conditions will be in accordance with SOP B 1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

### **3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting. Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death.

### **4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance. Eg. Most senior fire fighter: most experienced fire fighter.

### **5. RECORDING**

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, Prior to departure.

### **6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on WAERN Channel 106.

CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately of appliances from two or more brigades despatched.

### **7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

### **8. OFFICER IN CHARGE OF FIRE APPLIANCE**

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Fmm 1. Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1. As soon as received.

## 9. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
2. Keep the area of the origin of the fire as undisturbed as possible and secure where Arson property damage is suspected, pending an investigation.
3. Land owners to be advised of any fences that are cut during attendance of fire.
4. Use of farm vehicles is restricted to owner's permission only.

### Trauma Counselling

Be aware of behavioural changes in a crew member, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

1. Everyone who witnesses and accident or incident, however minor, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.



# RESPONSE PLAN

March 2017

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## UPPER CAPEL BUSHFIRE BRIGADE

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### 1. PREPLANNING

#### Identify Sources of Threat

Rural Holdings  
 Small Holdings  
 Careless and unauthorised fires i.e. campfires  
 Farm Sheds: Chemicals  
 Power lines down

#### Identify Hazards

1. Fuel storage areas. Owners to notify brigade.
2. Man made hazards, i.e. trees in yards, firewood stockpiles.
3. Unoccupied premises.

#### Develop and Document Callout and Operating Procedures

1. Brigade station operator to document callout procedure now in use.
  - Basic callout procedure is first by radio or telephone to FCO, Captain and available personnel then by telephone.
  - Callout procedures to be in accordance with items 3 and 4.
  - On arriving at Appliance notify Shire of arrival, and ensure all relevant information is recorded on notice board.
2. White board at shed to identify crew out, time of departure and other pertinent details.
3. "T" cards to be filled out with all fire fighters names attending the fire and passed onto the incident control upon arrival to the fire.
4. Log book to remain in appliance. Record the crew out, and time, before leaving the shed. Equipment information, incidents and other details, to also be duly recorded in Logbook. Serious accidents or death situations to be reported to the Chief Bush Fire Officer or Shire Senior Officer. Exercise care around mentioning personal names or details over the air.
5. Crew commander to be determined prior to leaving fire shed. (Generally the most senior experienced fire fighter for the situation.)
6. No alcohol to be on the fire ground in accordance with Bush Fire Service Regulation.
7. Log Book to be completed on return to station, with equipment damage, and other relevant information regarding incident.
8. Vehicle to be ready for next callout before departing the station i.e. Fuel, oil, tyres, radiator inhibitor, and Water.

|           |   |  |  |
|-----------|---|--|--|
| Bushland  | <b>Low-High</b><br>Upper Capel LT<br>Argyle 3.4<br>DPaW<br>Other 3.4s as required<br>Option of water bombers & other brigades as required | <b>Very High</b><br>Upper Capel LT<br>Argyle 3.4<br>DPaW | <b>Extreme-Catastrophic</b><br>Upper Capel LT Argyle 3.4<br>DPaW |
| Grassland | <b>Low-High</b><br>Upper Capel LT<br>Argyle 3.4<br>DBCA<br>Option of water bombers & other brigades as required                           | <b>Very High</b><br>Upper Capel LT<br>Argyle 3.4<br>DBCA | <b>Extreme-Catastrophic</b><br>Upper Capel LT<br>Argyle 3.4      |

**RESPONSES OF TWO OR MORE BRIGADES TO AN INCIDENT MUST BE REPORTED TO CHIEF BUSH FIRE CONTROL OFFICER AND THE BUSH FIRE SERVICE ON 9771 6800 ALL HOURS**

## **2. CALL OUT PROCEDURES**

1. Brigade Officer responding to the Call Out is to advise Station Operator on arrival at the Station.
2. Responding Brigade base to ensure Response Plan is implemented as listed. Call Out conditions will be in accordance with SOP B 1.
3. Chief Bush Fire Control Officer / Shire Base to be notified of brigade response.

## **3. ESTABLISH REPORTING PROCEDURES**

Incident reports from fire appliance Log Book, to be updated and transferred to Station Log book at debriefing meeting. Accident reports are to be dealt with in absolute detail and respect, especially with regard to injury or death.

## **4. CREW COMMAND**

Crew command to be determined prior to crew departure in appliance.  
Eg. most senior fire fighter: most experienced fire fighter.

## **5. RECORDING**

Station Log/Vehicle Log to be recorded and Station Board to have location of incident noted, prior to departure.

## **6. COMMUNICATIONS**

Communications will be established at brigade level to dispatch on WAERN Channel 106. CBFCO to be advised by radio or phone 97 641 021, 0428 641 021, immediately if two or more brigades despatched.

## **7. DRESS ON FIRE GROUND**

Fire crew on fire ground will be in accordance with SOP B3.

## **8. OFFICER IN CHARGE OF FIRE APPLIANCE**

Will advise brigade headquarters of details of fire/incident of arrival and provide an Update within 15 minutes of initial arrival on the ICS Form 1. Brigade Headquarters will advise CBFCO of details as per Part A of ICS Form 1. As soon as received.



## 9. RECOVERY

### Security of Private Property

1. Following a forced entry into a building, the police are to be notified and if Occupant not in attendance arranges police to secure the building.
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### Trauma Counselling

Be aware of behavioural changes in a crew member, during and after any attendance to a call out. There could be a problem, ask about their welfare. Should counselling be required contact CBFCO immediately providing details of Incident and numbers of volunteers involved.

### Reports

1. Everyone who witnesses and accident or incident, however minor, is responsible to record the details in the Appliance incident book.
2. Crew de-brief as previously outlined.

### Checklists

Appropriate checklists for vehicle service or inspection are on the notice board.

## FIRE PREVENTION WORK

| Location             | Work Required | Grid Ref | Date due | Date completed |
|----------------------|---------------|----------|----------|----------------|
| Fire Station grounds | Burn          |          | 2017     | 2017           |
|                      |               |          |          |                |



**BUSH FIRE BRIGADE STATION - CAPITAL WORKS PROGRAM****APPENDIX 10**

| Fire Stations | Brigade  | Detail   | Planned Year | Estimated cost | Status                                 |
|---------------|----------|--|--------------|----------------|--|
| Upgrade       | Kirup    | ESL Application, toilets, shower, kitchen, lining, electrical. | 2017/18      | \$110,000      | Funds Approved in 2017/18 Budget       |
| New           | Beelerup | ESL Application 2 bay, meeting room plus amenities.            | 2018/2019    | Un costed      | Requires land, design and LGGS Funding |
| New           | Argyle   | ESL Application for meeting room at fire station               | 2018/2019    | Un costed      | Requires LGGS Funding                  |